

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

February 11 - [City Council Meeting Agendas](#)

## Looking Ahead

Tuesday, February 4: Planning Commission work session, special Council meeting

Thursday, February 6: Board of Architectural Review, Old Town Advancement Commission meetings

Friday, February 7: WPRD Family Movie Night

Saturday, February 8: Old Town Chocolate Escape

## Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- [Citibot](#)
- **WATCH!** [publiCITY](#) news show
- **LISTEN!** [NEW Rouss Review](#) podcast - State of the City



City Manager Edén Freeman delivered her final State of the City address as City Manager of Winchester on this week's new episode of City's [Rouss Review](#) podcast.

## City Manager's Takeaways

Held budget meetings with over 20 City departments to kickoff the FY21 budget development process. Budget options will be presented to City Council in March.

Scheduled an event to celebrate the City Hall renovation and Charles Broadway Rouss's birthday for February 26 from 4-6 pm. Additional information will be announced soon.



# Public Safety

## Winchester Police

- Held SWAT training.
- Taught Officer Safety at the Basic Academy.
- Attended Apple Blossom planning meeting, Drug Task Force meeting, Drug Court graduation.
- Visited Prince William Resilience Center.
- Met with Human Resources regarding proposed revisions to police officer career development plan.
- Attended and displayed at Loudoun County job fair.
- Met to discuss plans for new true crime podcast called "DEFROST" and worked with Communications Department to produce two DEFROST podcast promotional videos.
- Traveled to Hagerstown to be featured on WDVM's Issues and Insiders that aired Saturday, February 1.
- Revised and reviewed two general orders policies.
- Crime stats:
  - Crimes against persons (felony) - 1
  - Crimes against persons (misdemeanor) - 11
  - Burglaries (residential) - 0
  - Burglaries (commercial) - 1
  - Property crimes - 24

## Winchester Fire and Rescue

- Training officer Lt. DeHaven completed his certification for Education Coordinator allowing him to conduct EMT certification training for the department and state.
- Attend Winchester Medical Center (WMC) Emergency Management Committee Meeting - Radio Coverage on WMC Property.
- Completed ACLS recertification for ALS providers.
- Completed final inspection of the live fire training facility and received building's occupancy permit.
- Conducted training with Fire Facilities to acclimate Winchester and Frederick County personnel to the new live fire training facility allowing both departments to understand the use of the building in order to protect the investment.
- Continuing working on background investigations for firefighter candidates. Scheduled entrance testing for February 20.
- Participated in Virginia Fire Prevention Association legislative conference call.

Police Activity	#
Calls for Service	736
Crash Reports	7
DUI/DWI	1
Alarms/False Alarms	18/18
Directed Patrols	54
Directed Patrols (OTW)	6
Extra Patrols	125
Extra Patrols (OTW)	0
Traffic Citations	37
Traffic Warnings	48
BWC requests	-
Special Events Permits Received/ Approved	1/2 18 YTD

Fire Activity	Fire Activity
Fire	2
Overpressure	0
EMS/Rescue	109
Hazardous Cond.	3
Service Call	3
Mutual Aid Given	8
Good Intent	4
False Alarms	6
Special Incident	0
Plan Review	1
Reinspections	11
Inspections	4

- Traveled to Prince William County Resilience Center with the City Public Safety Behavioral Specialist to visit and see what we can utilize to build our program.
- Met with Emergency Management to discuss the radio cache for Apple Blossom.
- Scheduled Hands Only CPR for February with the assistance of the Communications Department and recorded promotional video.

## **Emergency Management**

- Conducted a building safety survey for the Social Services Housing division.
- Presented to the Winchester Medical Center Emergency Management committee on radio interoperability issues in their facility.
- Worked with the Communications Department on the City's Integrated Public Alerting and Warning (iPAWS) monthly testing process.
- Completed site visits of all designated Mass Shelter locations with Social Services, Fire and Rescue and the American Red Cross.
- Continuing review and update of the City Emergency Operations Plan and Emergency Support Functions.
- Met with Fire and Rescue and the Emergency Communications Center on radio cache options for the upcoming Apple Blossom Festival.

## **Development Services**

### **Planning**

- Staffed the January 28 Council meeting where the Bambino League baseball indoor batting facility was approved. Also staffed the January 28 Council Work Session where a small right-of-way vacation and conveyance request along Meadow Branch Avenue was reviewed and forwarded to City Council recommending approval. A First Reading on the Telecommunications zoning ordinance amendment was also held.
- Prepared a fast-track Comp Plan amendment to be advertised for Planning Commission public hearing on February 18 to designate the entire city as an Urban Development Area (UDA) so that the City can secure higher scoring on SmartScale funding projects authorized by City Council. The amendment will be separate from the larger Comp Plan update in order to meet an April 1, 2020 deadline by the State transportation agencies (VDOT & OIPI).
- Prepared and electronically distributed the agenda packet for the February 4 Planning Commission work session and February 18 regular meeting. In addition to a public hearing on the UDA amendment to the Comp Plan noted above, the agenda includes a public hearing on a proffer amendment to facilitate a Development Plan revision to the previously approved PUD at 633 Cedar Creek Grade.
- Continued work on the Comprehensive Plan update including revisions to the update of Chapter 8 (Community Facilities) and Chapter 9 (Future Development).
- Prepared and electronically distributed the agenda packet for the February 6 BAR agenda (3 cases).
- Met with a representative of the Staunton District VDOT planning office to discuss how the City can best prepare a competitive SmartScale submission that would likely receive funding.

## **Economic and Workforce Development**

- Held Small Business Development seminar on marketing for local small businesses.
- Prepared Enterprise Zone packages and discussed development projects with two business owners in the enterprise zone.
- Continued working with our development partners on moving the Towers and Kent/Piccadilly site forward.
- Held one Business Retention/Expansion meeting with a Winchester business.

## **Arts and Vitality & Old Town**

- Completed Chocolate Escape event map and flyer.
- Prepared documents for monthly Old Town Advancement Commission meeting, including Creative Communities Partnership Grant applications.
- Continued planning for the 2020 Farmers Market season.
- Attended the Virginia Main Street Director's Retreat in Farmville, VA.
- Held Events Task Force meeting to discuss upcoming downtown events.

## **Winchester/Frederick County Tourism**

- Tourism Tuesday aired on The River 95.3 featuring Winchester Brew Works events and First Fridays: <https://theriver953.com/podcast/tourism-tuesday-broadway-blues/>
- Continued design of the 2020 Visitor Guide and continued local distribution of our existing guide at local restaurants, shops and hotels throughout the week.
- Continued work with representatives of two upcoming film productions to assist with film locations and permitting.
- Continued work on next blog post, which should be finished by the end of next week.
- Continued work on researching and feasibility of a new Civil War Trails marker near Stephenson's Depot that focuses on a unique African American story. Working with several partners including Civil War Trails, the County and other preservation organizations.



## Zoning and Inspections

- Completed:
  - 124 building permit inspections and issued 141 building permits (\$771,325)
  - 213 code enforcement inspections and initiated 67 new cases
  - 7 new business reviews (3 certificate of business, 4 certificate of home business)
  - 0 PDSP permits
- Removed 17 signs from the public right-of-way (YTD=65)
- Significant project: 25 W. Piccadilly Street (interior remodel - \$430,000)

Permit #	Type	Address	Description	Value
19 00001163	ELEC	2301 STONERIDGE RD	SUNROOM	\$685
20 00000067	PLBG	2224 PAPERMILL RD APT	REPLACE SHOWER	\$1,500
20 00000049	ELEC	529 YORK AVE	REPLACE WIRE	\$200
20 00000050	ELEC	1870 AMHERST ST	SIGN 19-3966	\$100
20 00000061	RR	433 HIGHLAND AVE	REPLACE METAL ROOF WITH SHINGL	\$6,000
19 00002741	ELEC	607 E JUBAL EARLY DR	REMODEL	\$45,000
20 00000120	NGAS	1820 W PLAZA DR	REPLACEMENT FURNACE	\$300
20 00000120	MECH	1820 W PLAZA DR	NEW AIR CONDS/ FURNACES	\$18,900
20 00000054	ELEC	28 30 E PALL MALL ST	ADD SHOWER & DISHWASHER	\$250
19 00004323	NR	20 W CORK ST	REROOF	\$11,000
19 00002398	ELEC	2307 STONERIDGE RD	ADD BREAKERS & SUBPANEL	\$500
20 00000069	ELEC	501 JEFFERSON ST	RECONNECT ONLY	\$125
20 00000053	ELEC	505 YORK AVE	SVC REPAIR	\$400
19 00003380	MECH	209 N KENT ST	HVAC SYSTEM	\$8,500
20 00000052	ELEC	373 PARKWAY ST	LTS, SW, RECP & SMOKES	\$3,500
20 00000068	ELEC	719 ACADEMY CIR	REMODEL 19-4512	\$2,000
20 00000028	SIGN	120 STE 100 N INDIAN ALY	PROJECTING SIGN	\$800
20 00000178	PLBG	116 S WASHINGTON ST	EXPANSION TANK	\$200
20 00000194	MECH	113 WOOD AVE	NEW FIREPLACE INSERT	\$4,300
20 00000024	NRRM	25 W PICCADILLY ST	INTERIOR REMODEL	\$430,000
20 00000195	PLBG	300 WESTMINSTER CANT DR	SHOWER CONVERSION APT. 426	\$1,000

Permit #	Type	Address	Description	Value
20 00000194	NGAS	113 WOOD AVE	NEW FIREPLACE INSERT	\$575
20 00000024	PLBG	25 W PICCADILLY ST	NEW FIXTURES	\$30,000
20 00000046	RREM	227 KERN ST	REMODEL, ADDITION & DECK	\$17,500
20 00000193	RREM	616 BUTLER AVE	FINISH BASEMENT	\$17,000
20 00000063	MECH	111 FEATHERBED LN	REPLACE RTU'S	\$35,000
20 00000046	PLBG	227 KERN ST	NEW FIXTURES	\$3,000
20 00000062	MECH	112 S CAMERON ST	REPLACE 120K & 60K BTU FURNACE	\$6,800
20 00000212	NGAS	403 MARION ST	NEW RANGE	\$1,900
20 00000118	MECH	1415 AMHERST ST	REPLACE RTU'S	\$95,000
20 00000193	PLBG	616 BUTLER AVE	NEW FIXTURES	\$3,000
		Multiple	Expansion Tanks	\$42,780
<b>Total: 141</b>				<b>\$771,325</b>

## Public Services

- Received authorization from VDOT to award the construction contract for the Wentworth Drive improvements project. Work is expected to begin around the first part of March.
- Completed the storm pipe installation on the first phase of the N. Cameron drainage improvements project. The last component of the project will be the water main replacement that will begin next week and be completed by the end of February.
- Along with VDOT, held a "good faith effort" reconsideration hearing to determine if the low bidder for the trails project at the Museum of the Shenandoah Valley made adequate efforts to achieve the DBE goal that was established for the project. The panel determined that the contractor did make good faith efforts and the project can now move forward to construction.
- Met with VDOT to discuss potential projects for Smart Scale funding. Applications will be due later this year.
- Reviewed drainage concerns with residents in two separate areas within the City.

## Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	40	6,743
Water service lines replaced (number)	0	368
Water meters replaced (number)	37	3,559
Sanitary sewer mains replaced/lined (linear feet)	28	6,438
Sanitary sewer laterals replaced (number)	0	102
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	610	37,932
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	0	Lane miles
	Potholes repaired	0	0	#
	Mowing	0	0	Acres
	Miles of streets swept	1.60	183.50	Miles
	Tons of leaves hauled	10.50	55.50	Tons
Trees	Dead/diseased trees removed	4	25	#
	Trees trimmed	9	11	#
	Stumps removed	6	15	#
Traffic	Street signs Installed/replaced	21	46	#
	Pavement markings repainted (City)	0	26	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	121.47	526.75	Tons
	Recycling collected	24.97	120.11	Tons
	Large item pickups	0	7	#
Transit	Total passengers	1,908	8,691	#
	Revenue miles pick up/drop off	3,287	13,833	Miles
	Revenue hours pick up/drop off	305.05	1,296.45	Hours
Utility billing	Payments processed	1,307	6,127	#
	New bills mailed out	2,777	6,124	#
	Water services turned off (non-payment)	24	47	#
Water treatment plant	Average daily water demand	5.65	5.56	Million gallons/
	Peak daily water demand	6.03	6.03	day

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Wastewater treatment plant	Average daily flow treated	8.12	7.35	Million gallons/day
	Peak daily flow treated	17.21	17.21	
Water distribution and wastewater collection	Water main breaks repaired	3	3	#
	Water meters read	1,292	6,131	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	663	1,006	Linear feet
	After-hours call outs	2	17	#
Engineering	Site plans reviewed	7	20	#
	Floodplain permits issued	1	3	#
	Utility as-builts reviewed	0	2	#
	Right-of-way permits issued	3	19	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	1	4	#
	Erosion and sediment control inspections	27	83	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	17	78	#
	Special events assistance	0	2	#
	Maintenance of pedestrian mall	27	118	Staff hours
Equipment maintenance	Total repairs completed	74	249	#
Winchester Parking Authority	Work requests completed	7	28	#
	Special events - assistance provided	0	2	#
	Vandalism or property damage issues	0	0	#
	New monthly rentals	7	15	#
	Monthly rental cancellations	0	7	#
	Total monthly leases in all autoparks	+7	1,150	#
	Available monthly spaces in all autoparks	-7	262	#
	Hourly parkers (all four garages)	2,613	9,007	#
	Park-Mobile transactions	858	2,774	#
	Meter violations	181	776	#

## Parks & Recreation

- Held Advisory Board monthly meeting.
- Held staff meeting with Abrams Creek Wetlands volunteers to discuss spring cutting and other projects.
- Held meeting with private music instructors to discuss future of program.
- Met with Apple Blossom and Old Town Merchants Association representative to discuss Christmas Market.
- Held conference call relating to RecTrac upgrades.

## Social Services

- Received 72 Benefit Program applications: 24 SNAP, 35 Medicaid, 3 TANF, 0 VIEW, 2 Child Care, 1 Auxiliary Grant, 0 General Relief-Burial, 7 Home Energy Assistance Program
- Provided case management to: 3,833 Medicaid cases, 1,530 SNAP cases, 60 TANF cases, 20 Auxiliary Grant cases, 22 individuals receive VIEW services, 55 families/98 children receive Child Care Subsidy Assistance, 330 Home Energy Assistance Program cases.
- Welcomed two interns to our Services team – one from the Humans Services program at Lord Fairfax Community College and one from the Sociology program at Shenandoah University.
- Prepared for the onsite Child and Family Services Review (CFSR), to be conducted by the Virginia Department of Social Services. The goal of the CFSR is to (1) ensure conformity with federal child welfare requirements, (2) determine what is actually happening to children and families as they are engaged in child welfare services, and (3) assist local departments of social services in enhancing their capacity to help children and families achieve positive outcomes.
- Prepared for the onsite Quality Assurance and Accountability Review to be conducted by the Virginia Department of Social Services. The goal of the QAA Review is to assess the accuracy, completeness, and funding decisions in a selection of new and ongoing child welfare cases.
- Attended a VDSS webinar regarding upcoming changes to our Quality Assurance - Case Review process. Financial documentation to be provided during case reviews now includes payments made for services provided during the Period Under Review.

Weekly Activity	#
Clients walk-ins/drop-offs	167/121
Child Protective Service referrals/case management load	4/44
Placed "on notice" for foster care entry by JDRC	9
Children in/entered/exited foster care	52/0/1
Adoption subsidy cases/adoptions finalized	45/1
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/5/97
CPS family assessments & investigations of alleged maltreatment	66
Adult Protective Service referrals	3
Adult services case management load	9
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	10/4
Family Services Prevention case management load/Family Service intakes	8/9
Uniform Assessment Instrument screenings	2
Interstate Compact on the Placement of Children (ICPC) case management	3

## Communications

- Distributed the January 29 CitE-News issue. [View](#)
- Handled 3 media requests for City information and staff interviews; 4 inquiries for WPD.
- Filmed and edited two promotional videos for DEFROST podcast.
- Continued working on the second Public Services safety video.
- Filmed and edited a promotional video with the Fire Department for Heart Month (February) that gives a step-by-step tutorial of how to perform hands-only CPR and advertises upcoming CPR Where You Are events.
- Worked with the Apple Blossom Mall to arrange a Heart Month CPR Where You Are event on February 11 from 11-1:30 pm in the Food Court.
- Produced the latest episode of the Rouss Review Podcast. Released on SoundCloud, iTunes, social media and the City's website. Created a waveform file and posted on YouTube. [Listen](#)
- Transcribed the two 2020 Rouss Review podcasts and posted them on the [City's website](#) for those who would rather read than listen. Will continue to provide transcriptions and post them online when the podcasts are made available (2nd and 4th Thursday).
- Created and posted a Monday Market ad for HR featuring the Stormwater Engineer vacancy.
- Held [INSIGHT Citizen's Academy](#) session at the Police Department.
- Designed a 2020 Census ad for the next parks activities guide.
- Began researching website copyright options.
- Began advertising upcoming [Citizen Academies](#) for the Police Dept.
- Configured the City's IPAWS (FEMA) emergency notification account and completed the required monthly test.
- Designed thank you ad for the 275th anniversary to appear in the Winchester Star
- Edited Council meeting videos for replay on the City's Comcast cable channel 6 (aired the following Thursday at 6 pm).
- Promoted [2020 community meeting schedule](#) for Vice-Mayor Hill and Councilor Herbstritt.

311 Requests Received	#
FOIA	8
New Recycling Bin	3
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	1
Dead Animal in Road	-
Ask a Question	1
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Inoperable Vehicle	1
<a href="#">Citibot</a>	-
Total/YTD	14/41

Date	City Press Releases/Related Press Releases
1/27	VDOT to conduct traffic counts in the city - <a href="#">read</a>
1/29	STEM Flights selects Winchester Airport as Headquarters - <a href="#">read</a>
1/31	Vice Mayor Hill and Councilor Herbstritt announce 2020 community meeting schedule - <a href="#">read</a>

Date	Segments from WDVM
1/24	Winchester Police Department to debut true crime podcast - <a href="#">watch</a>
1/28	North Cameron Street in Winchester causing safety concerns for residents - <a href="#">watch</a>
1/29	Martinsburg woman arrested for Winchester stabbing - <a href="#">watch</a>
Date	Articles in <i>The Winchester Star</i>
1/27	Area crime rate stayed low in '19
	State increasing inmate transfers from regional jail
1/28	Winchester grand jury hands up indictments
	Stabbing suspect arrested
	Fugitive in city assault arrested
1/29	Study: Building recycling facility would be costly
	Tax credits problematic for Douglas School work
1/30	Council accepts SU's offer to manage park ballfields
	'Douglas Pride' is getting a place to shine
	Extra funding coming for innovation center
	STEM Flights chooses local airport for its headquarters
1/31	Herbstritt taking helm at Habitat for Humanity



# Support Services

## Innovation & Information Services

- Conducted annual IBMi server disaster recovery testing.
- Implemented new HTML5 Naviline and Remote Output Queue's for remote printing during disaster recovery testing.
- Completed review and mods of document management system user profile security for migration to new vendor.
- Held a conference call with vendor assisting with Office 365 Exchange migrations. Scheduling the decommission of our on-premise servers.
- Replaced failed server for Shieldware application.
- Configured datasets on OpenData portal.
- Met with Frederick County GIS staff to finalize PSAP/Provisioning boundary datasets for Next Generation 911. Submitted agreed upon dataset to VITA.
- Worked on finalizing GIS maps for Public Utilities water meter replacement project for residents outside of city limits.
- Finished map for Public Services to compare VDOT's road classification vs. City of Winchester local road class.
- Reconfigured spatial view for parcels to enable faster processing time in GIS public facing applications.
- Operated new audio/visual equipment during Winchester Common Council meetings. The new camera system which allows for multiple angles and advanced capabilities was installed in December.

Help Desk Requests	Count	Closed
Account Management	7	26
Applications	20	47
GIS	1	7
Hardware	13	20
Information Only	4	8
Infrastructure	3	10
No Action Required	6	13
Not Assigned	12	0
Procurement/Disposal	-	0
Reporting	2	1
Research	0	0
Total	69	132